

EDUCATIONAL INTERNSHIP PROGRAM APPLICATION



**CITY OF GREENSBORO
NORTH CAROLINA**



IMPORTANT INSTRUCTIONS

www.greensboro-nc.gov/police



Please ensure this police internship application packet contains the following:

- Greensboro Police Department Educational Internship Program Description and Requirements
- City of Greensboro Employment Application
- City of Greensboro Equal Opportunity Employer Questionnaire Form
- Greensboro Police Department Personal Information Form
- Greensboro Police Department Intern Data Form
- Internship Agreement Form



SUBMITTING APPLICATION PACKET

www.greensboro-nc.gov/police



Please ensure the following documents and/or information is included with the completed application:

- ☐ Completed, in its entirety, the City of Greensboro Employment Application; including,
 - ⇒ Position Title: **INTERN**
 - ⇒ Position Number: **{SEMESTER and YEAR}**
- ☐ Completed City of Greensboro Equal Opportunity Employer Questionnaire Form
- ☐ Completed Greensboro Police Department Personal Information Form
- ☐ Completed Greensboro Police Department Intern Data Form; including School information,
 - ⇒ Contact person / advisor
 - ⇒ Mailing address
 - ⇒ Telephone number / extension
 - ⇒ Email address
 - ⇒ Beginning and Ending Dates for internship
 - ⇒ Total Hours Required
 - ⇒ Total Hours per week
 - ⇒ Desired internship assignment
 - ⇒ Authorized Representative's Signature
- ☐ Completed Internship Agreement Form; including,
 - ⇒ Student's Signature
 - ⇒ Authorized Representative's Signature



Greensboro Police Department
Division of Resource Management
P.O. Box 3136
300 West Washington Street
Greensboro, NC 27402-3136

Attention: Personnel Management Supervisor

Telephone: 336-373-2460

Original: 03/01/2006



Educational Internship Program

The Educational Internship Program was implemented by the Greensboro Police Department to meet the academic requirements of North Carolina post-secondary schools whose degree programs stipulate a period of internship as a condition of graduation. The [Division of Resource Management](#) coordinates the Educational Internship Program, which provides future police officers or crime scene investigators an opportunity to experience real-world police applications.

Who May Apply:

Any bonafide student of an accredited post-secondary school situated in the State of North Carolina and offering at a minimum, a two-year or associates' degree program may apply for an educational internship. Placement priority will be given to those students who are majoring in Criminal Justice, Criminal Justice Administration, Forensics, or related fields of study and who have an internship obligation imposed as a condition of graduation.

Any bonafide student of an out-of-state accredited post-secondary school may receive similar consideration provided educational internship opportunities are available. However, out-of-state requests must be made directly from the school's advisor / authorized representative on behalf of the student.

Selection Criteria:

To be selected as an Educational Intern of the Greensboro Police Department, a student must:

1. Be meeting the academic standards of the sponsoring school.
2. Be sponsored and endorsed by a member of the school faculty who agrees to act as the student's advisor during the internship period.
3. Agree to all conditions and terms which may be specified by either the sponsoring school or the Greensboro Police Department in association with the internship.
4. Be of good moral character as determined by a thorough background investigation.
5. Not have committed or been convicted of a felony or a crime for which the punishment could have been imprisonment for more than two years; or have on his or her record a series of convictions of a lesser nature which, taken as a whole, indicates a continuing disregard or disrespect of law and regulations.

General Information:

The number of Educational Interns who may be placed in the Greensboro Police Department can vary from semester to semester because of the varying workload and organizational changes inherent in a larger police agency. In cases where the number of interns must be reduced, college seniors requiring an internship for graduation will be given first consideration.



Educational Internship Program

The program provides college students an opportunity to enhance their formal education through observance and controlled participation in the daily operations of a large police organization.

The Greensboro Police Department has several internship opportunities with various divisions within our agency. We allow Interns to participate in the following units, listed by Division:

- The Office of Chief of Police
 - Executive Officer to the Chief of Police, Marketing, or Legal Support to the Police Attorney
- The Division of Organizational Development
 - Training, Police Academy, Recruiting and Promotions
- The Information Support Division
 - Information Technologies, Website Development
- The Division of Resource Management
 - Personnel, Budget and Logistics
- Criminal Investigations Division – Investigative Units listed below:
 - Homicide Unit, Cold Case Investigations, Special Victims Unit, Youth Services Unit, Fraud Investigations, Computer Forensics Unit, Robbery Unit
- Special Operations Division
 - Traffic Enforcement, Traffic Crash Reconstruction Unit, Incident Response and Planning Unit
- The Investigative Support Division
 - Street Crimes Unit
 - Crime Scene Investigations Unit (CSI)
 - ⇒ The Forensics Division has a limited number of internships available each semester
 - ⇒ Applicants must also receive approval from the Forensics Director prior to an internship
 - ⇒ Applicants should apply at least 3-4 months in advance of the semester desired
- Or, one of our four uniformed patrol's Operational Divisions – Working with District Detectives and Community Resource Officers

Interns work on “white paper” projects that serve to expand their knowledge and provide work-based experience to better prepare them for a career in law enforcement. Additionally we allow Interns the opportunity to ride with a Patrol Officer to experience policing at the service delivery level.



Educational Internship Program

Your internship commitment is established by agreement between your college counselor or professor, yourself and the Commanding Officer of your assignment. The Greensboro Police Department will make your internship a meaningful experience – and incorporate what you have learned into an actual work experience. An evaluation will be completed and forwarded to your college counselor or professor upon completion of the internship.

How To Apply:

Applicants interested in receiving consideration for an internship with a progressive, professional and full-service police agency should contact Personnel Management Supervisor, Danny Tuttle at (336) 373-2542 or via [email](#).

[Download the Internship Application \(Word Format\)](#)

[Download the Internship Application \(PDF Format\)](#)

You can complete the form in Microsoft Word and print it. If you do not have Microsoft Word, you can **[download the viewer free](#)**. Please note: if you only have the viewer, or if you choose the PDF version, you will have to print the application and complete it manually.

When completing the application, please enter “Police Intern” – “the semester and year you are applying for” in the Position Block. You may mail or return the completed application to:

Greensboro Police Department
Division of Resource Management
300 West Washington Street
Greensboro, NC 27402
(Attention: Mr. Danny Tuttle)

We will contact you and arrange an interview and brief background check before you may be approved for an internship. It is important to apply as early as possible as our internships often fill up well before the semester begins.



City of Greensboro Employment Application

This is an introductory page to the Employment Application. The following pages include:

- General Employment Information (1 page)
- Employment Frequently Asked Questions (1 page)
- Equal Opportunity Employer Questionnaire (1 page), and
- Employment Application (2 pages)

What you keep:

- General Employment Information (if printed), and
- Employment Frequently Asked Questions (if printed)

What to return to the Human Resources Department

- Equal Opportunity Employer Questionnaire (1 page)
- Employment Application (2 pages)

Both the Employment Application and Equal Opportunity Employer Questionnaire can be completed on-line and then printed, or printed and completed manually. However, after completion be sure to sign and date both forms and mail to the following address:

City of Greensboro
Human Resources Department
PO Box 3136
Greensboro, NC 27402-3136

Or, you can bring the application to our offices located at:

Melvin Municipal Office Building
300 W. Washington Street (Plaza level)
Greensboro, NC 27401

If you have any questions, contact us at 336-373-2020.

City of Greensboro

An Equal Opportunity Affirmative Action Employer

General Employment Information

State law prohibits local governments from employing any males ages 18 - 25 years who have not complied with Selective Service regulations.

City of Greensboro policy requires that as a condition of employment, persons **selected** for employment:

- Show proof of eligibility to work in the United States
- Successfully complete a pre-employment medical examination and drug screening before beginning to work

Application Guidelines

- **Application forms** are accepted for **vacant positions ONLY**. A **separate current application form** must be completed for **EACH** vacant position. It's a good idea to **keep a copy** for your records.
- Applications must be completed in full including applicant's signature. Each section of the application must be completed to be considered. When indicated, supplements and transcripts must also be included when submitting the application. **Resumes may be included, but are NOT accepted in lieu of applications and will not be considered if submitted without a completed application form.**
- Applications are accepted and must be received in one of the following ways to warrant consideration in the City's employment process:
 - **Turn in to** City of Greensboro Human Resources Department – Employment Office, Plaza Level Melvin Municipal Office Building, 300 W. Washington Street (Office Location) Monday thru Friday, 8 am – 5 pm except holidays.
 - **Mail to** Employment Office, HR Department, PO Box 3136, Greensboro, NC 27402-3136 (postmarked no later than midnight of the closing date)
 - **FAX to** (336) 373-2511
 - **E-mail to** city.employment@greensboro-nc.gov (This is the new way to send to us)
- Applications received that are **incomplete and/or are received after the closing date** will NOT be considered.
- In addition, applications, transcripts, letters of reference and other information submitted become property of the City of Greensboro.

The Equal Employment Opportunity (EEO) Questionnaire

- The form is included in the application for EEO data collection and statistical reporting **ONLY**.
- Completing the form is **NOT** a requirement for employment.

Sources of information about City's job vacancies

- Internet: <http://www.greensboro-nc.gov/gsohr/Employment/EmploymentPage.htm>
- Greensboro Cable Channel 13
- TDD (for hearing impaired): (336) 333-6930
- TV Monitor – Plaza Level – Melvin Municipal Office Building

The City of Greensboro is a Family Friendly Employer that Fosters a Drug Free Work Environment

City of Greensboro

Frequently Asked Questions About Employment & Applications

1. How do I find out about employment openings?

- Internet: <http://www.greensboro-nc.gov/gsohr/Employment/EmploymentPage.htm>
- Greensboro Cable Channel 13
- TDD (for hearing impaired): (336) 333-6930
- TV Monitor, Melvin Municipal Office Building (Plaza Level) - *qualifications, hiring salary range, and closing date*

2. How do I apply for a vacant position?

You must complete a City of Greensboro *Employment Application* to be considered in the City's employment process. Applications can be obtained through the website (www.greensboro-nc.gov/gsohr/Employment/EmploymentPage.htm), or by calling the Human Resources-Employment Office (336) 373-2020, or by visiting the office in the Plaza Level of the Melvin Municipal Office Building.

3. If I am interested in a position, but it is not listed on the vacancy listings, what should I do?

Except for Public Safety sworn jobs, applications are accepted **ONLY** for vacant positions. The City does not accept applications for positions that are not advertised. The following information is for uniformed Police and Fire positions:

- Police (sworn jobs): Office: 336-373-2081 or E-mail: gpd.employment@greensboro-nc.gov
- Fire (sworn jobs): Office: 336-373-2356

4. Are there suggestions to help me complete an application?

Although the employment application is designed to get sufficient information to make selection, hiring and other employment decisions, please make sure you review the following:

- It is important to **complete all parts** of the application including providing your signature and date.
- Provide all requested information in each section giving complete information that is requested. Some job recruitments require a cover letter, resume, transcripts and/or other supplements in addition to the application.
- Include relevant temporary, part-time, internship, volunteer and/or military work experiences.
- Provide resumes if desired; however, they are not accepted **in lieu** of an application.

5. How long does it take to fill advertised job vacancies?

Most job vacancies require 4 to 6 weeks to fill after the job vacancy closing date. Public Safety (non-sworn) jobs can take up to six months to fill due to extensive background investigations prior to employment.

6. What happens after I submit my application?

- After the job vacancy closing date, the beginning step in the selection and hiring portion of the employment process is the review and screening of the applications.
- If your application meets the Minimum Qualifications for the job, it may be referred to the department hiring official for further consideration. Department hiring officials are responsible for contacting referred applicants for interviews and/or selection.
- If your application **does not** meet the Minimum Qualifications listed for the job, it will not be referred.


7. How long will my application remain active, or stay on file?

Your application remains active **ONLY** for the position to which you have applied and will not be used for other positions.

8. If I have prior convictions for violations of the law, what are my chances for employment with the City?

Information about "convictions" **is required** and taken into consideration with the duties of the job. However, except for *public safety jobs*, "arrests" have no bearing on the screening and referral of applications for employment.

THANK YOU for your interest in employment with the City of Greensboro

	EMPLOYMENT APPLICATION City of Greensboro Human Resources Department (Mail) PO Box 3136, Greensboro, NC 27402-3136 (Office) 300 W Washington St, Greensboro, NC 27401 Office (336)-373-2020; FAX (336)-373-2511 Internet: http://www.greensboro-nc.gov/gsohr E-mail Address: city.employment@greensboro-nc.gov	Application Date (mm-dd-yy)			
		POLICE INTERN			
		Position Title			
		Semester / Year			

It is the policy of the City of Greensboro to hire and promote the best-qualified individual(s) available. To this end, no person shall be refused employment, denied promotion or assignment, discharged or otherwise discriminated against or given preference in any aspect of the employment relationship on the basis of race, gender, religion, age, political affiliation, national origin, sexual orientation, physical or mental disability, or any other non-job related factor, except when certain physical and mental requirements are bona-fide occupational qualifications. (City Personnel Policy I-1).

PRINT OR TYPE ALL INFORMATION

Last Name	First Name	Initial	Phone (Day)	(Evening)	E-mail Address	
Mailing Address	Street	City	State	Zip		
Immigration Reform & Control Act			Driver's License Information			
After employment, you will be required to submit verification of your legal right to work in the United States. The City of Greensboro employs only United States citizens or aliens who can provide proof of identity and work authorization within 3 working days of employment.			Does the position you are applying for require a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No. If YES, you MUST provide the information below:			
			License #	State Issued	Class or Type	Expiration Date (mm/dd/yy)

JOB RELATED EDUCATION AND TRAINING

Name of School	School Address (City & State)	Dates Attended				Type of Degree or Diploma Received	Major Subjects Studied	
		From	To	From	To			
High School (Includes GED equivalency)		Mo	Yr	Mo	Yr	(N/A if not graduated)		
							General Studies	
Colleges or Universities		Mo	Yr	Mo	Yr	(N/A if not graduated)		
Technical, Vocational, or Military Training		Mo	Yr	Mo	Yr	(N/A if not graduated)		
Describe job-related skills, knowledge, special training, or licenses you have pertaining to the position. Please identify skills using computer software such as Word, Excel, PowerPoint, Access, or other specialized computer software:								
							Check Yes or No	
							Yes	No
1. Are you now, or have you ever been, employed by the City of Greensboro? If YES, identify most recent employment dates, job title, department assigned, and/or reason for leaving in the "comments" section below.							<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever been convicted of a civil or criminal violation of the law, other than a minor traffic violation? (Exclude juvenile offenses if records legally sealed). List the type of violations along with date(s) and status of convictions in the "comments" section below. Convictions will not necessarily disqualify you from employment.							Yes	No
							<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever been convicted of reckless driving or driving under the influence of alcohol or other drugs, OR has your driver's license ever been suspended or revoked as a result of a conviction(s) of a driving violation(s)? List the type of violations along with date(s) and status of convictions in the "comments" section below. Convictions will not necessarily disqualify you from employment.							Yes	No
							<input type="checkbox"/>	<input type="checkbox"/>
4. Do you have any relatives currently employed by the City of Greensboro? If yes, list their name(s), position title, department assigned, and their relationship to you in the "comments" section below							Yes	No
							<input type="checkbox"/>	<input type="checkbox"/>
5. Were you ever discharged or forced to resign from employment due to misconduct or unsatisfactory services? If yes, explain in the "comments" section below. Prior discharges or forced resignations will not necessarily disqualify you from employment.							Yes	No
							<input type="checkbox"/>	<input type="checkbox"/>
6. This question if for Males 18 through 25 Only – Federal law requires males age 18 through 25 to register with the Federal government to comply with the Military Selective Service Act. North Carolina GS 143B-421.1 prohibits local governments from employing any males who have not complied with the federal Selective Service Registration regulations. If this requirement pertains to you, have you complied with the Federal law? (check the appropriate box to the right).							Yes	No
							<input type="checkbox"/>	<input type="checkbox"/>
Comments (for any YES answer from above, give number and explain):								

EXPERIENCE

Beginning with your current or most recent position, list all time periods of employment, unemployment, or volunteer experience over the past 10 years showing changes in title or promotions separately. Attach additional sheets or resume if needed; however, **a resume will not substitute for the information required in this section.**

From		To		Name of Employer	Current or Last Position Title			Employees Supervised
Mo	Yr	Mo	Yr					
Prior Employment Status				Address	City	ST	ZIP	Supervisor Name
<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time					
Reason for wanting to leave?				Duties:				
From		To		Name of Employer	Last Position Title			Employees Supervised
Mo	Yr	Mo	Yr					
Prior Employment Status				Address	City	ST	ZIP	Supervisor Name
<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time					
Reason for Leaving				Duties:				
From		To		Name of Employer	Last Position Title			Employees Supervised
Mo	Yr	Mo	Yr					
Prior Employment Status				Address	City	ST	ZIP	Supervisor Name
<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time					
Reason for Leaving				Duties:				
From		To		Name of Employer	Last Position Title			Employees Supervised
Mo	Yr	Mo	Yr					
Prior Employment Status				Address	City	ST	ZIP	Supervisor Name
<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time					
Reason for Leaving				Duties:				

APPLICANT CERTIFICATION AND AUTHORIZATION

I certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief, and that any false statements or major omissions shall be considered sufficient cause for employment disqualification or dismissal. I further acknowledge that any or all information provided by me is subject to verification and hereby authorize the City of Greensboro to conduct a personal background investigation of me including any current or prior criminal arrests, convictions, and driving history. By my signature below, I authorize the City of Greensboro to contact my current and/or all former employers, as well as schools or other educational institutions that I may have attended, and obtain any information about my qualifications for employment including current or prior work history, scholastic ratings and records, and any other information they may have regarding me, whether or not it is on their records. I also authorize my current and/or former employers and educational institutions to release any information requested by the City of Greensboro.

Applicant Signature	Signature Date

**City of Greensboro
Equal Opportunity Employer Questionnaire**

PLEASE COMPLETE THIS FORM - IT WILL BE REMOVED PRIOR TO PROCESSING

In order to comply with United States Government Equal Employment Opportunity requirements, all applicants for employment are requested to complete this form. Data collected will be used for statistical reporting purposes and to measure the effectiveness of recruitment efforts and selection procedures. This information is requested on a voluntary basis, will be kept confidential, and is not available to hiring authorities. Refusing to provide the information will not result in any adverse treatment with respect to the employment or selection process.

The City of Greensboro is an equal opportunity employer. In accordance with applicable laws and regulations, the City does not discriminate on the basis of disability or other prohibited criteria. If you believe you have been treated unfairly or discriminated against on the basis of race, color, national origin, gender, age, religion, political affiliation, sexual orientation, or disability, please contact the Human Resources Department at (336) 373-2020.

DISABLED APPLICANTS: The Human Resources Office may have resources to assist applicants with the application and/or interview process. If special needs are to be considered, please call (336) 373-2020.

Applying for Position Number: Effective Date (mm/dd/yy)

Job Title

Applicant Name

Are you age 40 or over? ☐ Yes ☐ No Are you ☐ Female ☐ Male

Are you a veteran of the United States Armed Forces? ☐ Yes ☐ No

If "Yes" - Branch of Service Type of Discharge

Ethnic Origin (Check one)

- ☐ **White** (not of Hispanic origin): All persons with origins in any of the peoples of Europe, North Africa or the Middle East.
- ☐ **Black** (not of Hispanic origin): All persons with origins in any of the black racial groups of Africa.
- ☐ **Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- ☐ **Asian or Pacific Islander:** All persons with origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes for example, China, India, Japan, Korea and Samoa
- ☐ **American Indian or Alaskan Native:** All persons with origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

To help us ensure our recruitment efforts are targeted to and reaching all segments of our recruitment area and community, please identify how you first learned of this job opening (check only one box).

<input type="checkbox"/> A Friend or Relative	<input type="checkbox"/> TDD Line for hearing impaired
<input type="checkbox"/> A City Employee	<input type="checkbox"/> Newspaper (name):
<input type="checkbox"/> TV Monitor in Melvin Municipal Office Building	<input type="checkbox"/> Cable or other TV/Radio (which channel):
<input type="checkbox"/> Internet (identify web site):	<input type="checkbox"/> Other means (identify):

If you are disabled and would like to request testing accommodations, please describe:



GREENSBORO POLICE DEPARTMENT



PERSONAL INFORMATION

Date _____

Full Name _____
(last) (first) (middle)

Date of Birth _____ Sex _____ Age _____ Height _____ Weight _____

Address _____

Rank/Assignment _____ Social Security # _____

Marital Status: { } Single { } Married { } Separated { } Divorced
 { } Widow { } Widower

Spouse's Full Name _____

Children: (Name, Sex, & Age)

Spouse's Employer: (Business, Address, and Telephone Number)

Religious Preference: (Church, Pastor's Name, and Telephone Number)

In case of serious injury or death, person(s) to be notified: (Name, Address and Phone Number). If not spouse, individual's relationship to you and place of employment.

Blood type _____ Allergy(s) _____

Other Known Medical Problems _____



GREENSBORO POLICE DEPARTMENT



INTERN DATA FORM

Any student seeking placement with the Greensboro Police Department under the Department's Educational Internship Program shall be sponsored by an accredited school located within the State of North Carolina.

In order to process an application for internship, the sponsoring school's authorized representative is required to provide the full information stipulated below; signing as provided, and returning the form to:

Division of Resource Management
Greensboro Police Department
P. O. Box 3136, Greensboro, NC 27402-3136

Applications will not be processed until this and the attached Internship Agreement is received.

Student's Full Name _____ Age _____

Date of Birth _____ Driver's License Number / State _____

Social Security Number _____ Phone _____

Home Address _____

Address and phone number where the student can normally be reached while enrolled in the Intern Program (if different from above)

Name, Address and phone number of person to be contacted in case of emergency.

Sponsoring School _____

Sponsoring School Address _____

School Contact Person/Advisor _____

Advisor's Telephone Number _____ Mailing Address _____

Advisor's Email Address _____

Inclusive Dates of Internship sought: Beginning _____ Ending _____

Total Internship Hours Required by Sponsoring School: _____ Total Hours Per Week: _____

Student's Major _____

Student's Desired Internship Assignment _____

Authorized Representative's Signature _____

Date _____



GREENSBORO POLICE DEPARTMENT



EDUCATIONAL INTERNSHIP AGREEMENT

I, _____, a student at _____,

do hereby agree to participate in an educational internship with the Greensboro Police Department for which I may receive academic credit and/or other educational benefit.

In consideration of the learning experience provided by the Greensboro Police Department, I further agree to the following terms of the internship:

1. My internship and association with the Greensboro Police Department is of a voluntary nature and that I shall not be considered an employee of the Greensboro Police Department or the City of Greensboro.
2. I shall have no right to such typical employee benefits from the Greensboro Police Department or the City of Greensboro as wages, retirement pay, sick leave, paid vacation, workmen's compensation, or any other benefits or compensation generally associated with the employer/employee relationship.
3. I waive for myself, my heirs, administrators or assigns, any and all claims, actions, and causes of action against the City of Greensboro, its officers, agents, and employees, of injury or damage to my person or property while I am participating in this program.
4. I will hold harmless the City of Greensboro, its officers, agents, and employees for any injury, including but not limited to claims for wrongful death, arising in any manner to me while participating in this program.
5. I will hold in strictest confidence any information of any investigative or other sensitive nature that I gain through this internship and I will never use the resources of the Greensboro Police Department for personal use.
6. I will abide by all regulations, dress codes, etc, that are explained to me by my supervisor in the Department.

Signature of Student

Date

Signature of Student's Advisor

Signature of Police Department Representative